



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

August 5, 2010

TO: Agency Directors (agencies noted on attachment)

FROM: Marty Brown
Director

SUBJECT: ALLOTMENT INSTRUCTIONS FOR STRATEGIC PRINTING

Section 710 of the operating budget (Engrossed Substitute Senate Bill 6444) directs the Office of Financial Management (OFM) to generate savings of \$1.5 million in State General-Fund dollars related to a strategic printing strategy. OFM is required to reduce agency Fiscal Year 2011 allotments to reflect these cost savings.

OFM conducted an analysis of the state's printing processes to identify the most reasonable strategies of attaining the statewide savings target without affecting direct program activities. The results of this analysis were used as the basis to achieve the savings. The analysis can be found on OFM's website at: http://www.ofm.wa.gov/reports/strategic_printing_plan_final.pdf

Cost savings estimates were based on the projected efficiencies from implementing a Managed Print program. Agencies also can utilize other cost-saving print strategies to reach their allotment reduction targets. Various strategies were identified at the Strategic Printing Forum held on June 17, 2010. (To obtain materials from the Forum, see <http://www.prt.wa.gov/default.asp?p=printforum>.) For information on developing a Managed Print program or to request a print assessment, please contact Jeff Peterson at the Department of Printing at jeff.peterson@prt.wa.gov.

The attached document identifies specific GF-S reduction targets for your agency. Your budget staff should place this reduction amount in unallotted status to remain unexpended.

Strategic printing allotments are due to OFM no later than **August 16**. For your allotment submittal, use a purpose type **Operating 1st Supplemental packet** to reflect agency-specific expenditure and cash disbursement changes related to the 2010 supplemental operating budget. The packet title should be **Strategic Printing Savings**.

If you have any questions about allotments, please contact your assigned OFM budget analyst or Monica Jenkins at (360) 902-0561.

cc: Agency Budget Officers (agencies noted on attachment)
OFM Budget Analysts

Strategic Printing Strategy
Engrossed Substitute Senate Bill 6444 - Section 710
Fiscal Year 2011 Allotment Reductions

(Dollars in thousands)

Agency	GF-State
011 House of Representatives	\$16
012 Senate	\$12
048 Court of Appeals	\$6
055 Admin Office of the Courts	\$13
085 Office of the Secretary of State	\$8
100 Office of the Attorney General	\$4
103 Department of Commerce	\$6
105 Office of Financial Management	\$8
107 Wash State Health Care Authority	\$5
140 Department of Revenue	\$45
225 Washington State Patrol	\$18
235 Department of Labor and Industries	\$18
245 Military Department	\$5
300 Dept of Social and Health Services	\$331
303 Department of Health	\$21
310 Department of Corrections	\$145
350 Supt of Public Instruction	\$10
360 University of Washington	\$154
365 Washington State University	\$109
370 Eastern Washington University	\$20
375 Central Washington University	\$46
376 The Evergreen State College	\$14
380 Western Washington University	\$49
465 State Parks and Recreation Comm	\$15
477 Department of Fish and Wildlife	\$31
490 Department of Natural Resources	\$19
495 Department of Agriculture	\$5
699 Community/Technical College System	\$367
Grand Total	\$1,500